General Comments

- This template is for your information and guidance;
  how you present the layout is your choice.
- We will help you put together your service booklet
  Email office@stwilliamofyorksheffield.org.uk
- The people's responses are indicated throughout in bold.
- We include all the names of people who will be taking part, eg readers, offertory gifts, eulogy.
  Decide whether you prefer to use Christian names only or full names.

Photos

- The front cover often carries a photo.
- There may be space for other photos inside or you may wish to include an extra sheet into the booklet in order to put extra family photos.
- Email the front cover photo to the office.

Hymns

- Hymns words are included in the booklet.
- Let the parish office know your choice of hymns and we will insert the words for you.
- Bear in mind that the singers will be the family and friends attending.
- There are several choices of places for hymns.
  Having a hymn in all the possible places would be too much singing for most families. We can guide you, email the parish office.

Music - organ and recorded

- The church does not have an organist so you must ask the funeral director to book one for you. Let the church know. The organist is to be paid on the day, usually by the funeral director who will add it to your bill. Check the arrangement.
  Two organists who play regularly for us are:

Kieran Fallon	kieranfallon@btopenworld.com
Hugh Finnigan	hughfinnigan@googlemail.com

- Hymns will be accompanied by organ.
- Organ music can be played for the processions in and out of church and in quiet interludes (instead of a hymn).

Placing of Gospel & Cross

- At the start of the service you are invited to place on the coffin a Book of the Gospels and a Cross that you have brought from home.

  i) Gospel – Could be a Bible or Missal
  ii) Cross – Could be a cross or a rosary with a cross.

  If you do not have anything suitable at home the church can provide and place these items for you.
- Let the office know the names of the people/person who will place the Cross and Gospels from home
- Let the office know what you will bring or if the church needs to provide.

Readings

- You can choose to have either:

  a) 1st Reading – Psalm / Gospel Acclamation / Gospel

  OR

  b) 1st Reading / Psalm / 2nd Reading / Gospel Acclamation / Gospel

- We include the text of the readings; and the Bible reference.
- Email the office your choice of readings. Give us the Bible reference and number in the readings booklet.
- Include the names of the readers.
- A large print copy of the readings will be on the lectern.

Prayer of the Faithful

- Choose Bidding prayers set A or B or compose your own.
- Email your choice of prayers to the office.
- Include the names of the reader.
- The prayers are not included in the booklet but will be on the lectern for the reader.

Offertory Procession

- Family is invited to bring up the bread and wine.
- Let the office know the names of the two people.

Eulogy / Biography

- Biographical details / personal story can be included in the booklet for people to read. This allows the eulogy to be a more personal reflection. Email biographical details for the booklet to the office.
- Some families like to speak a few words. This is permitted but 5 mins is the maximum time allowed.
- Will there be a spoken eulogy? (5 mins max).
  Let the office know who will read the eulogy.
- Occasionally families wish a poem to be read. If you wish to read an appropriate poem it will follow/replace the eulogy.

Printing

- When the parish office has the final approved version of your service booklet we can will email the final document to the funeral directors to print.
- Alternatively, the family can arrange to print the service independently.

Names you need to give the parish office

- Ask the people you would like to read and take part
  and include their names in the booklet.

  i) Placing of the Cross and Gospel on the coffin

  ii) 1st Reading

  iii) Psalm (usually the same reader as for the 1st reading)

  iv) 2nd Reading (if you are having one)

  v) Bidding Prayers (for the Prayer of the Faithful)

  vi) Two people will bring up the gifts of bread and wine

  vii) Read the eulogy

FUNERAL/REQUIEM MASS

FOR THE REPOSE OF THE SOUL OF

Adjust the given text, font, upper/lower case etc. as you prefer.

Enter the name and dates.

Provide a photo, cross or design.

NAME

Dates

St William of York Church
Ecclesall Road, Sheffield

Date

Introductory Rites

Greeting

Priest The grace of our Lord Jesus Christ, and the love of God,
and the communion of the Holy Spirit be with you all.
And with your spirit.

Sprinkling with holy water

Entrance Procession

The procession can be accompanied either by organ music or you can sing a hymn. If you opt for singing a hymn please let us know which one.

Text **… (We will insert the text.)**

Welcome

If organ music is chosen for the entrance procession, a hymn may follow the welcome.

Hymn

Choose a hymn.
This could be sung for the entrance procession instead.
The church office will provide the hymn words.

Text **… (We will insert the text.)**

Placing of Christian Symbols -

Book of the Gospels and Cross

Can you bring something from home to represent the Gospel & the Cross?
Ask a family member to bring these up and place them on the coffin.

Let us know who will bring these up.

Opening Prayer

Liturgy of the Word

Reading

Choose a first reading – Old Testament except in Eastertide.

Bible Reference

Let us know the Bible reference and which number the reading is in the readings booklet.

Read by ??

Let us know who will read.

Text **… (We will insert the text.)**

The Word of the Lord.
Thanks be to God.

Psalm ?

Choose a psalm – this could be read or a hymn setting of a psalm such as 'The Lord's my shepherd'

Read by ??

Let us know who will read. Often the same person as 1st reading

Text **… (We will insert the text.)**

Optional 2nd Reading (New Testament)

Bible Reference

Let us know the Bible reference and which number the reading is in the readings booklet.

Read by ??

Let us know who will read. Usually a second reader.

Text **… (We will insert the text.)**

The Word of the Lord.
Thanks be to God.

Gospel Acclamation

Choose a verse – each Gospel has a paired acclamation but you can choose a different one if you wish.

'Alleluia' may be sung.
The verse may be recited together or read by an individual.

Alleluia, a**lleluia!**

Text **… (We will insert the text.)**

Alleluia.

Gospel

Choose a Gospel Reading. The priest or deacon will read.

Bible Reference

Let us know the Bible reference and which number the reading is in the readings booklet.

The Lord be with you.
And with your spirit.

A reading from the holy Gospel according to ???.
Glory to you, O Lord.

Text **… (We will insert the text.)**

The Gospel of the Lord.
Praise to you, Lord Jesus Christ.

Homily

Prayer of the Faithful

Choose Bidding Prayers A or B or compose your own prayers following a similar pattern.

Read by ??

Let us know who will read the Bidding Prayers.

Lord in your mercy.
Hear our prayer.

Hail Mary full of Grace,
the Lord is with thee.
Blessed art thou amongst women

and blessed is the fruit of thy womb Jesus.
Holy Mary Mother of God,
pray for us sinners now
and at the hour of our death
Amen.

Liturgy of the Eucharist

The Gifts of bread and wine are brought forward.

Brought up by ??

Let us know who will bring up the bread and the wine.

Optional Hymn

This is a brief moment in the liturgy which can be accompanied by silence, a short organ interlude or a couple of verses of a hymn.
Choose a hymn if you opt to have one.

Text **… (We will insert the text.)**

Preparation of the Gifts

Pray, brothers and sisters, that my sacrifice and yours
may be acceptable to God, the almighty Father.
May the Lord accept the sacrifice at your hands
for the praise and glory of his name,
for our good and the good of all his holy Church.

Eucharistic Prayer

The Lord be with you.
And with your spirit.

Lift up your hearts.
We lift them up to the Lord.

Let us give thanks to the Lord our God.
It is right and just.

Sanctus

Holy, Holy, Holy Lord God of hosts.
Heaven and earth are full of your glory.
Hosanna in the highest.
Blessed is he who comes in the name of the Lord.
Hosanna in the highest.

Eucharistic Acclamation

We proclaim your Death, O Lord,
and profess your Resurrection
until you come again.

Doxology and Great Amen

Amen.

Communion Rite

The Lord's Prayer

Our Father who art in heaven
hallowed be thy name.
Thy kingdom come, thy will be done
on earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those who trespass against us
and lead us not into temptation
but deliver us from evil.

Deliver us, Lord …
the coming of our Saviour, Jesus Christ.
For the kingdom, the power, and the glory are yours,
now and for ever.

The Peace

The peace of the Lord be with you always.
And with your spirit.

The Breaking of the Bread

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, grant us peace.

Invitation to Communion

Blessed are those called to the supper of the Lamb.
Lord, I am not worthy
that you should enter under my roof,
but only say the word and my soul shall be healed.

All who do not receive Communion are welcome to come forward for a blessing. Please indicate you would like a blessing by putting one arm across your chest.

Optional Hymn

You can have organ music.
If you choose to sing a hymn let us know which one.

Text **… (We will insert the text.)**

Prayer after Communion

Eulogy

Final Commendation & Farewell

Signs of Farewell

The coffin is sprinkled with Baptismal water and incensed.

Optional Hymn

This is a brief moment in the liturgy which can be accompanied by silence, organ music or a couple of verses of a gentle hymn. Choose a hymn if you opt to have one and let us know which one.

Text **… (We will insert the text.)**

Prayer of Commendation

Recession

The coffin is carried out of church followed by the family.
This is accompanied by organ music or a hymn.

Optional Recessional Hymn

Instead of organ music to accompany the coffin out of church you may sing a hymn. When deciding, bear in mind that you will be following the coffin out of church. Will there be people in church to sing after you have left? Choose a hymn if you opt to have one and let us know which one.

Text **… (We will insert the text.)**

On the next page you might like to give:

Details of the cremation or burial.
Details of the wake / refreshments.
Details of donation arrangements.

These can be sent directly to the funeral directors.

Extra photos can also be emailed directly to the funeral directors.